



## **DWYS Head Sailing Coach Job**

### Position Summary

The Head Sailing Coach is responsible for the overall success, management, and leadership of the organization's competitive sailing programs, including Tera, C420, 29er Race Teams, and High School Sailing. This full-time position requires strong leadership, administrative efficiency, and a commitment to safety and excellence in coaching and instruction. The Head Coach ensures the consistent achievement of the organization's mission and sailing objectives.

The DWYS Head Coach reports to the President of the organization's Board of Directors and works closely with the President, Board members, parents, and community partners.

### Key Responsibilities

#### I. Coaching and Instruction Leadership

- Recruit, hire, train, supervise, and mentor all program coaches and instructors, ensuring they maintain current certifications (e.g., US Sailing Level II or Higher).
- Designate coaching teams, assign coaches to practices and events, and lead daily staff meetings, check-ins, and regular 1:1 meetings for feedback.
- Review, maintain, and enhance the Junior Sailing curriculum and program schedules, ensuring a safe, fun, and high-level learning environment.
- Determine daily instructor assignments and provide regular feedback to develop effective instruction techniques and build enthusiasm.
- Actively participate in coaching and sailing events at the highest level, bringing this training back to the team and encouraging similar professional development for staff.
- Assist Tera, 420 and 29er coaches with practices and travel to events when possible, to stay abreast of progress across fleets.



- Cultivate an inclusive culture ensuring everyone feels a sense of safety and belonging.

## II. Program Operations and Administration

- Work with the President and Vice President to determine program schedules and curriculum.
- Oversee start-up and close-down operations for all sailing programs.
- Complete all required administration, including program registrations, camp, racing and accurate record-keeping.
- Schedule staff and resources for coverage and payroll purposes.
- Publish race program calendars per fleet, including training and events, in advance of each season.
- Work with parents and coaches to coordinate travel logistics for regattas (including registration and regatta logistics).
- Prepare materials including race team manual, fleet-by-fleet descriptions, and logs.
- Send regular updates to the Board of Directors, sailors, parents, and coaches, responding promptly to communication.
- Provide weekly and year-end reports of programs and instructors.
- Actively seek ways to improve the program.
- Participate in Club activities, social events, and attend local and regional sailing association committee meetings as required.

## III. Asset Management and Maintenance

- Oversee upkeep, maintenance, and organization of boats, grounds, and equipment in conjunction with Program Managers and asset Managers.
- Define responsibilities of coaches, sailors, and parents regarding all assets.
- Develop and utilize a process to ensure maintenance needs are communicated and addressed.



- Organize and execute a fleet maintenance plan.

#### V. Community Relations

- Build strong relationships with the Board, staff, parents, sailors, and partners (e.g. DPYC, OYC).
- Seek collaboration with local and regional clubs and teams to elevate the performance of the organization's sailors.
- Maintain a good working relationship with partner clubs (e.g., Dana Point Yacht Club, OYC).
- Update the collaborative website with webmaster and post on social media as it pertains to the race teams and race program.

#### VI. Safety and Risk Management

- Prioritize safety, exercise sound judgment, and adhere to all safety standards.
- Hold current CPR and First Aid/AED certification.
- Create a safe and supportive learning environment for participants on and off the water.

#### Job Requirements and Qualifications

- **Certification:** Must maintain US Sailing Level II or Higher Certification.
- **Safety:** Must be CPR and AED/First Aid trained and certified.
- **Experience:** Prior leadership experience, including building and managing teams, is essential. Strong program development and management skills with a focus on community sailing.
- **Physical:** Must be able to frequently stand and walk, have good co-ordination and balance. Must be able to carry up to 50 lbs. at shoulder height.
- **Skills:**
  - Demonstrated ability to think critically, make sound decisions, and communicate effectively at all levels.

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- Excellent planning and organizing skills: Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
- Ability to set, communicate, and manage competing priorities.
- Dependability: Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative: Volunteers readily; Asks for and offers help when needed.
- Proficient in technology, including MS Office, Google Drive, and social media.

#### Performance Metrics

Success in this role will be measured by:

- Maintaining a full coaching staff across fleets with current certifications.
- Proactively managing communication with families and coaches.
- Delivering proposed budgets and fundraising tasks.
- Developing asset maintenance and acquisition logs.
- Building relationships with other clubs.
- Hitting target numbers for camp participation and race team recruits.
- Consistent attendance and punctuality.